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INFORMATION

MR. BANNERMAN



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REGISTRY

PLEASE HANDLE AS:

**EYES ONLY**

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SECRET  
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DD/S 68-0078

8 January 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Inspector General's Report of Survey on The Office of Finance

1. On 3 January 1968, the Inspector General's Survey Report and the memorandum prepared by Mr. Warfield proposing corresponding actions were discussed in detail with Mr. Fuchs and [REDACTED]. The following steps were agreed:

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a. Recommendation #1 - The Office of Finance believes that the basic Mission and Functions Statement [REDACTED] is essentially correct as now written. OF will draft a rewrite to bring the Statement up to date. Pending clarification of the Inspector General's intentions concerning financial analysis, OF will prepare a statement detailing what OF currently does in the way of analysis. Upon Mr. Earman's return to duty, I will seek clarification on the IG team's intentions and meanings regarding financial analysis as used in this section of the Report and also with respect to Recommendation #11 which proposes re-establishment of the Financial Analysis Staff.

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b. Recommendations #2, #3, and #7 - Preliminary to any action by a committee composed of Mr. Fuchs, Mr. Wattles, and Mr. [REDACTED] will review the OF Career Service recruitment practices and the use of CT Program mechanics in relation thereto. He will also review the career development and rotation problems.

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c. Recommendation #4 - The response here will cite agreement and note the proposed establishment of a dummy Class A system which can be used for tutorial training. This action will involve the use of the OF careerist now assigned to OTR.

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d. Recommendation #5 - OF will respond indicating what can and has been done -- both short of the Survey proposal.

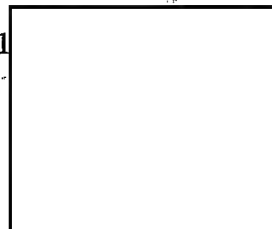
e. Recommendation #6 - Mr. [ ] (possibly assisted by Mr. [ ]) will lead the action on this Recommendation. OF will compile for his use a list highlighting those jobs actually at issue between OF and OP.

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f. Recommendation #8 - I am to take the first steps on this Recommendation which will be to learn something about the Overseas Candidate Review Panel (OCRCP) and its workings, especially as to personnel assigned to finance duties. (It would appear that no such assignment should be made without the formal concurrence of the Director of Finance.)

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g. Recommendation #9 - The Director of Finance, generally speaking, concurs. (The need for an additional position, that is, a Personnel Officer, may well depend upon the stature and capabilities of the Chief of Support.) (Mr. Fuchs believes this job should be at the GS-15 level. -- We should check against other Career Service career managers to compare position grades and position complexities.)

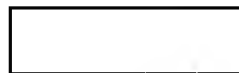


h. Recommendation #10 - The employment of an outside firm is not agreed. An in-house capability exists to flow-chart -- in fact, OF and the SIPS staff have already done a good bit of flow-charting on the Office of Finance. Pending completion of my contacts with Mr. [ ] Mr. Earman, and Mr. [ ] OF will identify on paper improvements already made in processing of transactions and record keeping plus others now in prospect. Notations will be made of limitations which exist, including, specifically, the problem of time on the Office of Computer Services machines.

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i. Recommendation #11 - See paragraph a. above. In talking with the Inspector General, clarification will be solicited as to their ideas on the identity of OF liaison and financial analysis. In addition, OF will have a hard look at its current organization structure -- are there too many boxes? Specifically, OF will consider combining the [ ] Section and the Analysis and Reports Branch. Further, in considering the financial analysis point, distinction must be made between internal audit and actual analysis.

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pls note \*

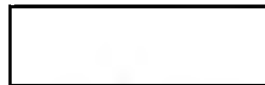
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j. Recommendation #12 - This subject requires additional study. A discussion did indicate relatively little for the proposed committee to do on a continuing basis.

k. Recommendations #13 and #14 - These Recommendations were not discussed at this meeting, principally because no issues were involved.

2. Mr. Fuchs indicated that Mr. John Clarke had told him of a Colonel White/John Clarke conversation on the subject of financial analysis. Colonel White asked Mr. Clarke's opinion as to whether OF could do more in this area. Mr. Clarke responded affirmatively, especially in the proprietary field, given more confidence and more staff.



John W. Coffey  
Assistant Deputy Director  
for Support

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ADD/S:JWC/ms (8 Jan 68)

Distribution:

Orig - DD/S Subject ✓ (Background: Subj report: DD/S 67-6123)

1 - Director of Finance

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